

# Platicamos-ARMA

## Northern New Mexico Chapter

Volume 4, Issue 1  
August 2002

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Sally Olguin- Editor  
Toni Mann- Photographer  
Michelle Lopez- Graphic Designer

### President's Message

*Sherry L. Guthrie*

Hello Everyone,  
Welcome to the *New NNM ARMA* year, which promises to be a great one. It is my hope that Chapter members find the NNM ARMA newsletter beneficial, therefore sprinkled throughout this newsletter; you will find articles on creative masterworks in progress.

Your new Board of Directors are enthusiastic about the plans for the coming year.

Sherry Guthrie; President,  
Karen Kreutzer; Vice-President,  
Liz Trujillo; Secretary,  
Ernie Maestas; Treasurer  
Barb Ricci; Past President.

Recently, a planning retreat was held at IMAGIC in Espanola and as a result of the retreat; a splendid road map for the New Year was developed. (See page 11)

During our 1<sup>st</sup> membership meeting on August 15<sup>th</sup>, Ms. Micky Hogue, the ARMA Southwest Regional Coordinator, will share her expert knowledge on Disaster Recovery. (See Pg. 13)

The ARMA International Conference will be held in New Orleans this year, (9/28/02 through 10/3/02). As always, this conference promises to provide you a wild and wonderful time.

There will be many opportunities to *share*, *learn*, and *grow*; by attending excellent workshops and networking with other records management professionals. Of course, you will want to see the sights, and just plain have fun.

To learn more: <http://expo.arma.org/>.

*A Special Request.* I ask that each and every one of you take a look at the list of the chapter committees and select one that will benefit from your membership (see pg. 2). Somewhere on this list, is a perfect opportunity for you to help make this chapter grow and prosper by sharing your point of view and experiences? Each member is unique and if you add your own special qualities to everyone else's qualities—what perfect synergy to make the Northern New Mexico Chapter grow with that extra special quality.

*A perfect opportunity.* I want everyone to know how proud I am to be President of this great chapter. Not to long ago, some very capable and talented members resurrected this chapter, and I hope to carry on their tradition of creating an enthusiastic environment for all chapter members to grow. My special interest as a member of this chapter is to see us provide education in the Records Management field, especially now that we are moving into the field of automation. If you add education to the current hot topics that were identified in by members in the annual program survey, we have the recipe for an informative and educational year. (See page 10)

I am looking forward to working with everyone in *sharing*, *learning*, and *growing*.

Sincerely,

Sherry L. Guthrie, CRM

## NORTHERN NEW MEXICO ARMA CHAPTER COMMITTEES

*(Volunteers Are Welcome)*

**Seminar Committee-** Sets up two seminars a year, generally around November and April. If you want some free training in Project Management, join up. Chairperson is Karen Kreutzer, 505-827-5720

**Membership Committee-** Responsible for Welcome new members to NNM ARMA through mailings, phone calls and emails. Maintain a database with member information. If you have interpersonal skills, please put them to good use on this committee. Chairperson is Barb Ricci, 505-747-4177

### **Newsletter Committee**

To present a monthly newsletter to all ARMA members. They are always looking for articles on members, or RIM events and information. Chairperson is Sally Olguin, 505-667-6991

**Web-Site Committee-** Maintain a chapter web-site with any and all information that may be of benefit to members. Help is welcome in the design and maintenance of our web page. Chairperson, Theresa Connaughton, 505-665-4574

### **Give Committee-**

Points out and sets up opportunities for us to help out in our communities. We've held book sales, raffles, and designated chapter funds to help out wherever we can. Volunteers will certainly contribute to everyone's well-being if you join this committee. Chairperson, Dolores Salazar 505-667-7076

**Programs Committee-** Arrange for guest speakers at our membership meetings. Suggestions are more than welcome here. Chairperson, Liddie Martinez 505-747-4177

### **Ristra Rewards Committee-**

Responsible for maintaining our membership point accumulation program and providing the annual list of winners. Chairperson is Lucille Sisneros 505-827-5852

**Audit Committee-** Responsible for assuring financial competence by performing internal audits, bi-annually. Chairperson, Albert Montoya 505-665-1690.

**History/Library Committee-** Responsible for selecting resources for the NNM Chapter resource library. Maintaining Chapter records following the ARMA records retention schedule. Chairperson, Leslie Monsalve-Jones 505-476-9718.

**CRM Committee-** Responsible for mentoring members who are interested in preparing for the Certified Records Manager (CRM) Examination. Chairperson, Sherry Guthrie, 505-667-7884 (our lonely chapter CRM, who wants some company).

**Hospitality Committee (Proposed)** – Responsible for providing fun and frolic at meetings, seminars, workshops – anywhere we are. Position requires an irresistible urge to blow bubbles, break out in song, dress as what does not benefit the occasion; play the harmonica or the tambourine – you name it. Chairperson, Liz Trujillo

Volunteers are needed.

Simply call the Chairperson from the committee you are interested in and announce your intentions.



## As Technology Changes, storing information gets *Tricky!*

(Article provided by:  
Knight Rider Newspapers)

Imagine that William Shakespeare wrote his sonnets on a word processor and Thomas Jefferson stored early drafts of the Declaration of Independence on floppy disks.

Unless their words were transferred to paper, they would have vanished long ago, experts say, or turned into an unreadable jumble of 0's and 1's-the hieroglyphics of the computer age.

Modern information technology is creating a worrisome problem that has not yet been solved, how to preserve knowledge for future generations.

As more data are collected in electronic form and circulated on the Internet, the danger grows that vital information will be lost. Already some census data, veterans files, and toxic waste records have been lost.

"People don't realize how much of the civilization we live in is created and stored electronically", said Abby Smith, and expert at the Council on Library and Information Resources, a nonprofit organization working on the issue. "The more advanced we are, the more fragile we become."

The problem is likely to get worse. Seventy-five percent of federal government records will be in electronic form.

"The potential danger to the world's storehouse of digital information is immense", a policy statement from the library of council declares." It is impossible to attach a dollar figure to the staggering financial consequences of lost or inaccessible data."

The change from ink and paper to electrons and photons is causing "an upheaval at least as great as the introduction of printing, if not of writing itself," declared Jeff Rothenberg, an expert at RAND, a research organization in Santa Monica, California. "The record of the entire present period of history is in jeopardy."

The National Media Laboratory, a research

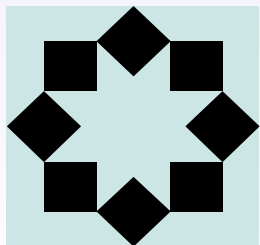
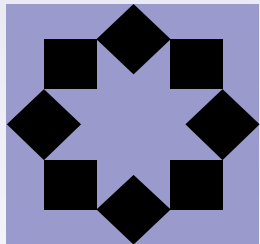
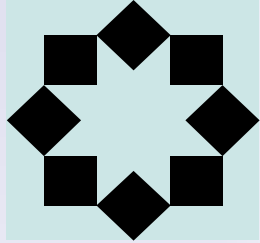
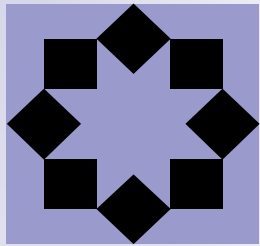
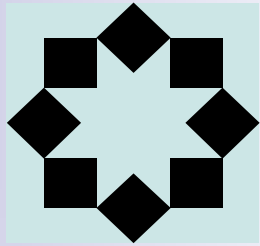
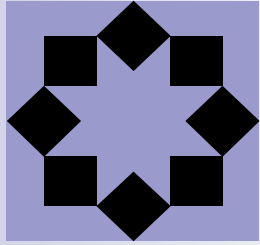
organization in St. Paul, Minnesota, estimates that data stored on a CD-ROM will be safe for only ten years on average, fifty years under ideal conditions. Material on magnetic tape lasts an average of five years, ten years at best, unless it is recopied.

The problem is not just the fragility of computer disks and tapes. Even if they can be preserved, the information they contain may soon be as unintelligible as Egyptian hieroglyphics were before the discovery of the Rosetta stone.

"Software changes all the time, every 18 months", said Kenneth Thibodeau, director of the Center for Electronic Records at the National archives. "We have to assume that in a relatively short time, none of the software you need is going to work."

Another complication is the rapid turnover in computer hardware. Programs designed for obsolete machines can be run only with great difficulty, if at all. Material stored on 8-inch floppy disks, popular in the 1980's, is out of reach. The 5 1/4 inch and 3 1/2 inch floppies are headed for oblivion.





## SLOW DANCE

Have you ever watched kids  
On a merry-go-round?  
Or listened to the rain  
Slapping on the ground?  
Ever followed a butterfly's erratic flight?  
Or gazed at the sun into the fading night?

You better slow down.  
Don't dance so fast.  
Time is short.  
The music won't last.

Do you run through each day  
On the fly?  
When you ask How are you?  
Do you hear the reply?

When the day is done  
Do you lie in your bed  
With the next hundred chores  
Running through your head?

You'd better slow down  
Don't dance so fast.  
Time is short.  
The music won't last.

Ever told your child, We'll do it tomorrow?  
And in your haste,  
Not see his sorrow?  
Ever lost touch,  
Let a good friendship die  
Cause you never had time  
To call and say, "hi"

You'd better slow down.  
Don't dance so fast.  
Time is short.  
The music won't last.

When you run so fast to get somewhere  
You miss half the fun of getting there.  
When you worry and hurry through your day,  
It is like an unopened gift....  
Thrown away.

Life is not a race.  
Do take it slower. Hear the music  
Before the song is over. .Hear the music  
Before the song is over.

(Written by a terminally ill young girl in a NY Hospital)



# Mission Statement

**“To Advance and Promote Records and Information Management (RIM)  
by sharing professional knowledge and exchanging experience and information.”**

## Agenda: August 15, 2002 meeting

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests and New Members
5. Adoption of Agenda
6. Approval of Minutes
  - June Membership Meeting (Liz Trujillo)
7. Acceptance of Reports
  - Treasurer's Report-May-July (Ernie Maestas)
  - Ristra Rewards (Lucille Sisneros)
  - Membership Report (Barb Ricci)
8. Unfinished Business
  - Ristra Rewards 2001-2002 (Lucille Sisneros)
  - COTY (Barb Ricci)
  - Sherry Guthrie/Liz Trujillo
  - Other
9. New Business
  - Committee Chairs/Members (Sherry Guthrie)
  - Fall Seminar-Status (Karen Kreutzer)
  - Other
10. Presentation: “Disaster Recovery”  
Micky Hogue, CRM, Sandia National Laboratory
11. Announcements
  - Next meeting, Board Meeting – Sept. 5, 2002  
Location: PLTA Classroom , Los Alamos
  - Membership Meeting – September 19, 2002  
Genealogical Research - A Family Tree  
Presenter, Mr. Jose Esquibel, State Archives
  - Planning Retreat-Recap -IMAGIC, Espanola
12. Adjournment



Northern New Mexico Chapter ARMA

## Chapter Officers

### **Sherrie Guthrie, CRM, President**

Protection Technology Los Alamos  
P.O. Box 1400  
Los Alamos, NM 87544  
(505) 667-7884

### **Karen, Kreutzer, Vice-President**

NM State Land Office  
P.O. Box 1148  
Santa Fe, NM 87504-1148  
(505) 827-5720

### **Liz Trujillo, Secretary**

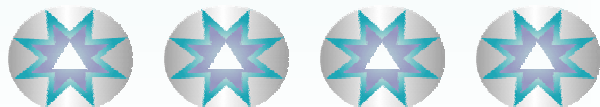
NM State Land Office  
P.O. Box 1148  
Santa Fe, NM 87504-1148  
(505) 827-5721

### **Ernest Maestas, Treasurer**

IMAGIC Business Solutions  
411 S. Santa Clara Bridge Road  
Espanola, NM 87532  
(505) 747-4177

### **Barbara Ricci, President Ex-Officio**

IMAGIC Business Solutions  
411 S. Santa Clara Bridge Road  
Espanola, NM 87532  
(505) 747-4177



## CRM CORNER - 2002

By Sherry L. Guthrie, CRM

Hooray!! We have two possible candidates for the next round of CRM exams. Both candidates received a "thanks for sending in your application" letter from the ICRM folks and in only a few weeks they will receive a notification of eligibility.

We are starting a study group for the *new* ARMA year because they may be taking any, or all, Parts I through V, the first week of November 2002. If there is anyone else who would like a head start on preparation for the exams, just call me at 667-7884, or e-mail [sguthrie@lanl.gov](mailto:sguthrie@lanl.gov).

The next deadline for submitting an application will be January 1, 2003. Those tests will be given the first week of May 2003. We have ongoing study groups, therefore you may join in at any time.

Look for more information in the September newsletter.

Sherry Guthrie, CRM

### *The Benefits of Volunteer Work*

By Monica A. Fresquez

From start to finish, volunteers are the backbone of our society and the rewards are many when volunteering. My nine-year-old daughter Estrella gave me the opportunity to witness what a few hours a month of volunteer work can do.

The Sombrillo Elementary School fourth grade class and the Sombrillo Nursing Home Facility created an "Adopt a Grandparent Program". My daughter wanted to adopt two grandmothers, so she adopted Amada who is 93 years of age and Virginia who is 94 years old. This volunteer initiative takes only a few hours of her time and mine as I provide transportation to and from the facility. It warms my heart when I see these ladies brighten up when they see my daughter. I can tell they look forward to her visits as they hug her and hold her hand in affection. During these visits, Estrella can be found straightening their rooms, brushing their hair, painting their nails and taking them for a ride on their wheelchairs or assisting them with the meal being served. Estrella always take them something, she either makes a craft, buys them an inexpensive knick-knack, candy bars or snack of some sort. It is a pleasure to watch them, except when its time to go, they get teary eyed and make my daughter promise to come back soon. Estrella comes out of there so happy and her spirit is uplifted as well as theirs. As a result, my daughter and I have both

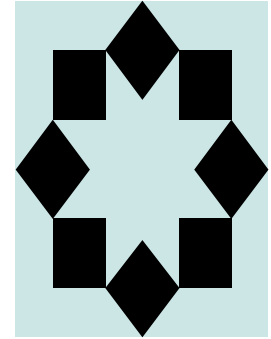
developed a sense of belonging. We also recognize we are also providing a valuable service to others as well as helping our community.

Perhaps this volunteer work is not for everyone, but there are so many other needy organizations that can match your interests. There is the educational field, medical field, environmental field, as well as developmental centers, orphanages, and residential home for the aging.

The benefits of volunteering have a positive effect on oneself and the community. Whatever the avenue, whatever the cause that gets your spirit stirring, take a few minutes or hours a month and donate some of your time. I know it takes time and energy and the excuses are many, but you will be appreciated. No one profile can describe volunteers, but they are everywhere, young and old, black and white, students, homemakers and business professionals. I think it is all about love and companionship, sharing and strengthening our community. Our young people will be the decision makers of tomorrow and I think the community in turn should genuinely recognize the value of the dedicated young volunteers. Volunteers, young and old share something in common; they provide essential services to our community, which benefit them all. Once you are doing volunteer work, make the most of it. Volunteer work can be used as job experience regardless if you are getting a paycheck and it will demonstrate that you are a concerned and involved member of the community.



- Planning Retreat August 1, 2002
- Board Meeting August 1, 2002  
Location: PLTA Classroom , Los Alamos
- Membership Meeting August 15, 2002  
Disaster Recovery, Ms. Micky Hogue,  
ARMA Southwest Regional Coordinator
- Newsletter Article Dues, August 26, 2002



# August 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Planning/ Board Meeting</i>	2	3
4	5	6	7	8	9	10
11	12	13	14	15 <i>Membership meeting</i>	16	17
18	19	20	21	22	23	24
25	26 <i>Newsletter Articles Due</i>	27	28	29	30	31

## YOU CAN'T TEACH AN OLD DOG NEW TRICKS – OR CAN YOU?

*Submitted by: Sherry Guthrie*

The incoming board members, plus one of the Ristra Rewards winners from last year, attended the ARMA Southwest Regional Leadership Conference in Lafayette, Louisiana. The group was made up of myself, your new President, Karen Kreutzer, Vice-President, Liz Trujillo, Secretary, Ernie Maestas, Treasurer, Barb Ricci, President ex-officio, and Barb Taylor who won the trip through the Ristra Rewards program.

We all experienced some of the "joie de vivre" (joy of life) that Louisiana has to offer while garnering some very useful tips on how to make the most of our new positions. Some of the topics were:

- "Getting Public Relations for Your Chapter" by the HQ ARMA PR guru, Bob Tillman;
- "Planning Larger Educational Events" by Anna Nusbaum (Rio Grande Chapter);
- "Motivation and Retention of Chapter Membership" presented by our own Barb Ricci.
- "Running Your ARMA Chapter" by Melissa Ebert from HQ ARMA.

All chapter presidents offered a report on their 2001-2002 chapter year and I must say that after comparing most of them, we seem to be one of the most active chapters in the association.

*Did you know that ARMA has over 10,000 members?*

One highlight of the trip was a boat tour of the Atchafalaya Bayou, where we got to meet Bruce, George and Joe, three denizens (alligators) of the deep bayou.

If you're ever in the Lafayette area, be cautious with the food.

Louisiana crawfish etouffee, boudin, gumbo, and most other

foods are really spicy, not our New Mexico spicy, but more like clean out your insides, spicy. Hopefully all those who were affected have recovered.



We all came back with more knowledge on leadership skills and much more. There were special sessions on newsletters, web sites, finances, membership processing, and chapter meetings. It was so useful to hear about all the happenings up at ARMA HQ's; and their plans for a few new items for members:

- A membership card instead of a certificate,
- A list of public speakers to use for our own events,
- membership booklets instead of packets,
- locating the membership handbook,
- (all you ever wanted to know about chapter membership on the web).

Good new! This is a worthwhile conference to attend and in 2003, this conference will be held in Albuquerque, NM, making it easier for more members to attend.







## *Ristra Rewards*



Our Ristra Rewards Committee has been very busy totaling (and auditing) the Ristra Rewards points for all our members this year. We are proud to announce our winners (and their prizes):

**Barbara Ricci** - 1325 Points. First Prize, and very deservedly, our Chapter Member of the Year Award. Registration & Trip to 2002 ARMA Int'l Conference

**Sherry Guthrie** - 1251 Points. 2nd Prize (Registration & Trip to 2002 Int'l ARMA Conference)

**Lucille Sisneros** - 1061 Points. 3rd Prize (Registration to ARMA Int'l Conference)

**Karen Kreutzer** - 997 Points. 4th Prize (Registration to ARMA Int'l Conference)

**Dolores Salazar** - 726 Points. 5th Prize (Registration & Trip to 2002 SW Region Leadership Conference)

**Barb Taylor** - 618 Points. 6th Prize (Registration and Trip to 2002 SW Region Leadership Conference)

**Ernie Maestas** - 580 Points. 7th Prize (Registration to 2003 ARMA Spring Seminar)

**Leslie Monsalve-Jones** - 442 Points. 8th Prize (Registration to 2003 ARMA Spring Seminar)

**Ana Martinez** - 440 Points. 9th Prize (Registration to 2002 ARMA Fall Seminar)

**Margaret Trujillo** - 440 Points. 10th Prize (Registration to 2002 ARMA Fall Seminar)

Prizes 11 - 16 (\$15.00 Gift Certificate each-To be distributed at August membership meeting)

#11-**Liddie Martinez** - 430 Points

#12-**Teresa Garcia** - 318 Points

#13-**Jerrold Ortega** - 310 Points

#14-**Laura Beckley** - 304 Points.

#15-**Theresa Connaughton** - 290 Points (Tie)

#16-**Vivian Medina** - 290 Points (Tie)



Corrections to our list of winners: Liz Trujillo, with 408 points comes in #12 and gets a \$15.00 certificate. I apologize for leaving Liz out, and thanks to a corrected interpretation of the last prize (gift certificates to all-not just 5-of those members who earned more than 250 points), we can also add Stacey McCall to our list of winners. That makes a grand total of 18 winners. *Congratulations to you all!!*

## And The Survey Says...



By Liddie Martinez

Thank you ARMA NNM Chapter members for your recent participation on our Annual Chapter Survey. We had 33% of our membership respond and participate in the survey. The norm for this type of feedback request is somewhere between 8 - 20%. Again, our chapter raises the bar!

This is the second year that our chapter has requested feedback using this tool to assist in identifying the priority topics to target in scheduling of our educational sessions. Utilizing this tool insures that our Special Guest Speakers will share information at Monthly Meetings that is of value to our membership, and thereby, increase membership interest and hopefully attendance.

### Top Ten Topics:

10. Disaster Recovery
9. Tour a Recycling Center
8. Historical Records
7. Integrity in the Work Place
6. From Manual to an Automated Records Management System
5. Records Destruction: Methods and Issues
4. Managing Electronic Records & Maximizing Potential of Electronic Imaging
3. What is a Records Manager & the Value of Networking
2. Internet Resources for the Records Manager
1. Imaging vs. Microfilm



## ARMA International Conference New Orleans

The ARMA International Conference will be held in New Orleans this year, From September 29 through October 2. This is always a wild and wonderful time – so many opportunities to learn, to network, to see the sights, and just plain have fun. You may want to learn more at the link: <http://expo.arma.org/>

**Learn! Share! Celebrate!**

The 2002 ARMA International Conference & Expo offers a rich exchange of fresh ideas, success stories, proven practices, and solutions to new challenges. Together we learn, share, and celebrate the records and information management profession. Join other RIM professionals this fall (September 29-October 2) in New Orleans as we continue to move our profession in new and exciting directions.

**REGISTER BEFORE AUGUST 10** and save \$125! Register securely online today at <http://expo.arma.org/registration>. The registration fee for members is \$645 before the August 10 deadline and \$770 after that date. Housing reservations must be made by August 21 to qualify for the special ARMA conference rate.



## RESULTS OF THE CHAPTER PLANNING RETREAT

(Sherry L. Guthrie, CRM)

What a wonderful and energetic time we had at the Chapter Planning Retreat on Thursday, August 1<sup>st</sup>. Twenty-five members were present. We started the day with a continental breakfast, then proceeded to breaking open a piñata (in only 3 blows). That ought to tell you what kind of energy was present. Two very important decisions were made that morning: We will keep our Chapter Mission...

**TO ADVANCE AND PROMOTE RECORDS  
AND INFORMATION MANAGEMENT(RIM)  
BY SHARING PROFESSIONAL KNOWLEDGE AND  
EXCHANGING EXPERIENCE AND INFORMATION**

and we have a new Chapter Theme....

**Share, Learn, Grow**

A large part of the session was dedicated to committee planning. Watch for a recap of all suggestions made for each committee in the future and new committee members.

The following two new committees were proposed.

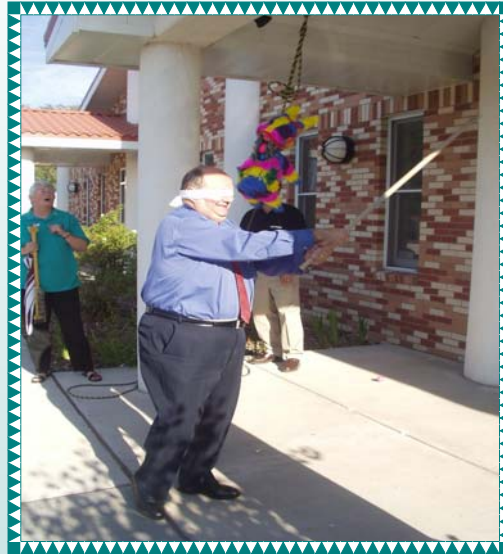
**Special Projects Committee** will be working on projects with other members of our community, for example, Los Alamos National Laboratory and the Rio Grande ARMA Chapter.

**Hospitality Committee** responsible for the logistics for our social events and adding a bit of whimsy to each meeting.

A special thanks to all those who participated in the planning session.

All growth depends upon activity.  
There is no development physically or  
intellectually without effort, and ef-  
fort means work.

- Calvin Coolidge



Eli Follick, attempting to *find* the piñata.



Obviously working hard at the planning retreat.

## **Making Me Better and Helping You To Be Better**

*Submitted by Eli Follick*

For the past fifteen years, I have been involved in and invested in managing the document life cycle. My associates, my clients, my managers, and my partners business and social – have all shared this common thread. Wherever I was and whatever I was doing, information, documents, and files, were what I lived by and acted upon.

One might question this central focus. It takes only the simplest surface glance to understand the significance of my statement. In the business world, I have sold several different solution sets for records management. I started with microfilm, both source and computer output, and moved on to electronic and digital techniques including CD and web presentment. Through the past decade it would be easy to track the overwhelming migration from analog to digital paradigms. It has been a whirlwind for a document manager to live through. As a member of ARMA in Albuquerque, I watched as the emphasis shifted from film to electronic management. AIIM went from a film-based focus to an electronic focus virtually overnight. In no other time in the history of records management has so much change happened in so short a time.

Throughout this period, I worked to stay abreast of changes. Along with my clients and competitors we struggled to be at the leading edge of technology. Solution sets came and went. Think about it. At the beginning of the decade of the 1990's, you could still buy 8 inch floppy diskettes, 800 and 1600 bpi magnetic tapes, IBM 36 and 38 systems, and most did not know what a CD was. Punched paper tape and cards were still used. Carbon paper was the way you made multiple copies of letters.

The important part of this process was divining the questions and answering them together. ARMA met every month. We would get together and help each other. Speakers presented information and demonstrations. Individual members helped others to answer questions about best practices. And, where expectations were not fulfilled, we made sure to caution others against making the same mistakes. We toured each other's facilities and operations – gaining invaluable insight about how others made things work. This interaction was worth the small amount of time one needed to invest to be part of the "team" of records and information managers. I often brought clients to the meetings as my guest so they might learn the value of those interactions. And, all did and many ultimately became members.

To ask the question about how I could benefit personally from a membership in the Northern New Mexico Chapter of ARMA, one only needs to recognize that we are on the verge of globalizing the market economy. Initiatives are under way that will revolutionize medical and personal health information management. The necessity of imposing strict security on information creation and use assumes even greater importance than ever before as we observe changes in world politics. Competitive pressures will force organizations to use and manage their mission critical information in ever more creative ways. Content skills will be essential as never before. Profits will accrue to those organizations that solve information management problems and embrace new technologies.

It won't all be taking. I'll bring 15 years of experience to my colleagues, numerous trials and successes, and some misses. Even those will be of value as lessons not to be repeated. I'll seek to share what I know with fellow ARMA members as we meet and learn together. Through every day of those 15 years, I never failed to add depth and breath to my knowledge as I interacted with experts in my chosen field of information and records management. Bring on the future!



## CRM, August Program Speaker Ms. Micky Hogue

Hi Everyone! I hope that you have all had an enjoyable summer. Now that the monsoon season is upon us, it's time to get back to our ARMA learning environment and have the drops of knowledge enter our brains.

First, I'd like to thank all of you who participated in the Annual Membership Survey. Because of your feedback, we will be in a great position to hit our marks in confirming qualified speakers for our meetings. Disaster Recovery is one of those areas we love to learn about. In August Micky Hogue, Sandia National Laboratories' CRM and our very own Regional Coordinator will be speaking to us about Disaster Recovery.

When your company is hit with a disaster, will you be able to cope with it and recover or will it mean the end of your company and your livelihood? Micky's presentation will deal with the issues involved in Vital Records Identification and Disaster Recovery Planning, rather than the nuts and bolts of actually recovering the records themselves. She will discuss vital records programs, how to plan for recovery, who to involve in the planning, what to plan for, priorities in recovery, testing the plans, and mutual aid agreements. Our Chapter membership will come away with a clearer understanding of:

- \*The role of a vital records program in the Disaster Recovery Plan.
- \*The steps involved in creating a full-blown DR plan for the company.
- \*The need to test the plan, correct the deficiencies, and then test again.

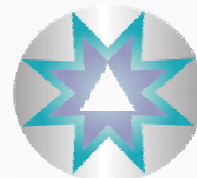
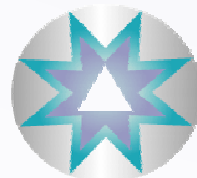
MICKY HOGUE, CRM is currently a records analyst for the Recorded Information Management Department at Sandia National Laboratory in Albuquerque, New Mexico. At Sandia, she conducts all records management training as well as working with all areas to establish standardized and customized filing systems for their records.

Formerly, she was the Assistant Vice President and Manager of the Corporate Records Management Department of Seafirst Bank, (now Bank of America) in Seattle, Washington. In this role, she was responsible for all of the records and filing systems, technologies impact on records, the records center, and the retention schedule.

Ms. Hogue holds a Master's degree in U.S. History and Archives Management from the University of Colorado, has a Certificate in Records Management from the University of Washington, and became a Certified Records Manager (CRM) in January of 1991. She has lectured at various Association of Records Managers & Administrators (ARMA) international conferences, chapter presentations, local organizations, and local community colleges on records management issues. She was an instructor at the University of Washington Certificate Program in Records and Information Management for 7 years. She now serves as the Executive VP for the local chapter, and a Regional Coordinator for ARMA International. She was the 2001-2002 Rio Grande Chapter Member of the Year.

We will be meeting at the New Mexico State Land Office in Santa Fe for the August 15, 2002 Membership Meeting at 10:30 AM.

\*Please remember, this membership meeting is a brown bag meeting, so bring your lunch. This presentation promises to be a very informative.. I hope to see you there!



**SHARE: REFLECTIONS for MEMBERSHIP**  
*Submitted by Barb Ricci on August 2002*

What an exciting time to be the new membership chairperson of the NNM Chapter. As the new Chairperson, I have started NNM ARMA's new year by attending the fun, although humid, Leadership Conference in Lafayette, LA. While at the conference, I had the opportunity to attend a President's meeting with our new president, Sherry Guthrie, where we learned from Melissa Ebert, from the ARMA Intl' Membership Services, that they will continue to assist us as members, by keeping in close contact with our committee and by responding to our requests. Their services are available to us, so let's use them. These services include reminders when our membership is coming up, so we do not miss deadlines; providing a list of potential guest speakers, which is something our chapter has been wanting for a long time; and identifying members at large who need a home chapter. These members are being asked to join a chapter and five of these have showed interest in the NNM Chapter.

A *BIG* Thank You to co-chairs, Stacey McCall and Jerrold Ortega who did a great job last year and because of your efforts my new role as membership chair, is off to a great start. Ok, listed below is the work completed so far. . .

Attempted to contact all 71 members on the active roster to personally invite them to the Chapter Planning Retreat held August 1<sup>st</sup>. A success--24 members attended the retreat. Everyone had a great time and all our committees now have members. For those unable to attend, and interested in joining a committee, contact a committee chairperson. This is a great opportunity to network with other members and I might add that everyone is very nice – so you'll make some new friends.

Made plans to contact and remind members, in the location where the monthly meeting will be held, about upcoming membership meetings. Therefore, all you Santa Fe members – be expecting Barb, or one of our membership committee members, to give you a call to remind you of the upcoming meeting to be held in Santa Fe. MARK your calendar for August 15<sup>th</sup> at the New Mexico State Land Office. The topic is important on Disaster Recovery, plus you will have an opportunity to meet Mickey Hogue our new Regional Coordinator. This is one way we can all **SHARE, LEARN, and GROW**.

**WELCOME RIM PROFESSIONALS**  
**WE ARE HONORED YOU HAVE CHOSEN THE NORTHERN NEW MEXICO CHAPTER!**

New members as of June 1, 2002

Monica Fresquez,	Title Examiner II, New Mexico State Land Office
Gerard Garcia,	Title Examiner, New Mexico State Land Office
Eli Follick,	Imaging Professional, IMAGIC Business Solutions
Laurie Koontz,	Administrative Assistant to the DGM, PTLA
Karin Hendrickson,	Records Manager, LANL
Beverly Ortiz,	Administrator, LANL
Charles Ortiz,	Planner, PTLA
Tonya Mosley,	Administrator, LANL
Sandra Villa,	Technical Administrative, LANL
Tara Waldrop	Imaging Professional, IMAGIC Business Solutions
Returning members:	Joseph Valdez, II.

The membership committee will meet on August 13, at IMAGIC in Espanola (3:00 p.m.– 4:00 p.m.) to prepare 26 *Welcome Membership* packets to be distributed by August 15<sup>th</sup>. Please RSVP to Barb at 747-4177 no later than Monday, August 12<sup>th</sup>.

**All members should have received a *Welcome Membership Package*. If you did not receive your copy, please contact the membership committee.**